

**SECRET**  
(When Filled In)

VITAL RECORDS DEPOSIT SCHEDULE		OFFICE, DIVISION CODE 1010	NO. OF PAGES 1 OF	
		DATE PREPARED 23 August 1963		
OFFICE, DIVISION O/DCI - Cable Secretariat		SIGNATURE OF APPROVING OFFICIAL		
ITEM NO.	VITAL RECORDS IDENTIFICATION (Title, description and inclusive dates)	MEDIA OF DEPOSIT	FREQUENCY OF DEPOSIT	DISPOSITION INSTRUCTIONS
1	<b>CIA Cable File</b> a) Outgoing: Arranged in sealed blocks of 500 in numerical order. All categories, sensitive and non-sensitive, all classifications, ranging from unclassified thru and including top secret  b) Incoming: Same as item 1a, above  c) Lateral: Arranged by station in sealed blocks approximately the same size as for above item 1a, above	paper copy	daily	<del>Permanent</del> Retain for one year. Thereafter retire to "inactive" records to be retained for additional 14 years. Access limited to Cable Sec personnel
		paper copy	daily	<del>Permanent</del> Retain and retire as with item 1a, above
		Paper copy	monthly	<del>Permanent</del> Retain and retire as with item 1a, above
2	<b>Non-CIA Cable File</b> Copies of non-CIA cables arranged in roughly the chronological order in which they were processed. Included are all categories, sensitive, non-sensitive, and all classifications ranging from unclassified thru top secret. File does not include the following specific categories: Dept. of State "S/S Eyes Only" and "S/S Limited Dissemination".	paper copy	daily	Temporary: Destroy after 3 months